



“Лемна Екоинвест - България” АД
адрес: гр. Бургас, к-с “Лазур”, бл.№ 146, ет.1
тел.: 056/84-14-03; факс: 056/84-14-13
е-mail: office@lemna-ecoinvest.com, lemna_bg@abv.bg
www.lemna-ecoinvest.com

NOTIFICATION OF CONFIDENTIALITY TREATMENT OF PERSONAL DATA (PRIVACY POLICY)

Administrator: Lemna Ecoinvest - Bulgaria JSC

Person in charge: Diana Valkova

The Data Protection Officer is responsible for giving this notification to the data subjects before the administrator starts collecting or processing their personal data.

All employees who interact with the data subjects are obliged to notify them about this privacy policy and to inform the data subjects that the security of their data is guaranteed.

The information you provide about the processing of personal data must be:

- concise, understandable and easily accessible;*
- written in plain language, especially if it is addressed to a child;*
- and free of charge.*

Administrator data:

Who are we?

Lemna EcoInvest - Bulgaria JSC is a private engineering company specialized in the field of environmental research, development, design and engineering of water treatment plants, production and trade of reagents for water treatment and sampling and testing of waters, soils, sediments, etc.

Contact details of Lemna Ecoinvest - Bulgaria JSC:

Location:

Country: Bulgaria

Address: city of Burgas, Lazur, bl.146, floor 1

Phone: +359 (0)56 841 403

E-mail: office@lemna-ecoinvest.com

Website: www.lemna-ecoinvest.com

Contact Data Protection Officer:

You can contact our Data Protection Officer here:

E-mail: d.valkova@lemna-ecoinvest.com

Tel: 0897998504

The personal data we collect and process from you is as follows:

Personal data category:



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1. physical identity: names and passports (PIN, ID card number, date and place of issue, address, location, contact telephones, etc.);
2. social identity: data about education and further qualifications (type of education, place, number and date of the diploma), as well as work and professional biography;
3. family identity: data on the marital status of the individual (marriage, divorce, number of family members, including children under 18);
4. economic identity: participation and/or ownership of shares or securities of companies, etc.;
5. personal data about the civil status of the persons- required for positions related to material responsibility (e.g. criminal records);
6. health status data (medical certificate on taking up duty, periodic examinations carried out with regard to the nature of the work performed under the employment relationship and the requirements for safe working conditions);

Special categories of data we process:

We do not process special categories of data.

Source:

The data are obtained personally by the data subject or by a person authorized by him/her with an explicit written power of attorney.

We declare that the personal data we collect will only be used for the following purposes:

- *Personal data collected by the employees - collected for the purpose of concluding and implementing a labor contract in accordance with the Labor Code and the normative requirements*
- *Personal data collected by contractors - collected for the purpose of concluding and executing a contract under the CPA*

The reasons that entitle us to process your data are:

- *Personal data collected by employees - Processing is necessary to comply with our legal obligation;*
- *Personal data collected by contractors - Processing is necessary to execute a contract with you or our intent to enter into a contract;*

The following organizations / individuals will receive your personal data:

Personal data will be provided to NRA, NSSI, Labor Inspectorate, MoI authorities, Investigation and Prosecutor's Office and other organizations required by a statutory instrument.

Agreement:

By agreeing to accept this Privacy Policy (Privacy Notice), you authorize us to process your personal information only for the purposes we specify.

You can withdraw your consent at any time with a written request.

Period of data storage

Lemna Ecoinvest - Bulgaria PLC will store your personal data no more than the time required by law and according to the instructions for handling personal data.

Your rights as a data subject are as follows:

At any time while we store or process your personal information, you have the following rights:



- you have the right to request a copy of your personal data from Lemna Ecoinvest - Bulgaria JSC and a right of access at any time to your personal data;
- you have the right to request personal data from Lemna Ecoinvest - Bulgaria JSC in a form convenient to transfer to another data administrator or request that we do so without being hindered by us;
- you have the right to request Lemna Ecoinvest - Bulgaria JSC to correct without undue delay your inaccurate personal data as well as data that are not current;
- you have the right to request from Lemna Ecoinvest - Bulgaria that your personal data be deleted without undue delay in any of the following circumstances:
 - personal data are no longer needed for the purposes for which they were collected;
 - when you have withdrawn your consent;
 - when you have objected to the processing,
 - where the processing is unlawful;
 - where personal data must be erased in order to comply with a legal obligation under EU law or the law of a Member Country that applies to us as a data controller;
 - where personal data has been gathered in connection with the provision of information society services.

We may refuse to delete your personal information for the following reasons:

- in the application of the right to freedom of expression and the right to information;
 - to comply with a legal obligation on our part or to carry out a task in the public interest,
 - in the exercise of the official powers granted to us (*in the case when you are a body of authority*);
 - for reasons of public interest in the field of public health;
 - for purposes of archiving in the public interest, for scientific or historical research or for statistical purposes, in so far as deletion is likely to render impossible or seriously obstructing the achievement of the purposes of such processing; or for the establishment, exercise or protection of legal claims.
- you have the right to request Lemna Ecoinvest-Bulgaria JSC to restrict the processing of your personal data, in which case the data will be stored but not processed. Our refusal to restrict will be explicitly only in writing, and we are obliged to specify the legitimate reason;
 - You have the right to withdraw your consent to the processing of your personal data at any time with a separate request addressed to the administrator;
 - you have the right to object to certain types of processing, such as direct marketing (unsolicited advertising);
 - you have the right to object to automated processing, including profiling;
 - if we use your personal data for a new purpose that is not covered by this privacy statement, we will provide you with a new data protection notice and when and where necessary, we will require your prior consent for the new processing.

You have the right to appeal to the supervisory authority



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You have the right to file a complaint directly with the oversight body. The competent authority is the Personal Data Protection Commission, address: Sofia 1592, Boulevard "Prof. Tzvetan Lazarov "№ 2 (www.cdpd.bg).



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FORM FOR DATA SUBSCRIPTION

Administrator: Lemna Ecoinvest - Bulgaria JSC

Person in charge: Diana Valkova

Data subject information:

Data of the individual.	
Full Name	
Date of birth	
Unique identifier	
PIN / FND	
Customer number	
Others	
Contact data	
Country	
Current address	
Telephone number	
E-mail	

Not all fields are mandatory. It is enough to fill in those that ensure the unique recognition of the person.

Representative of the data subject:

Do you act as a representative on behalf of the data subject?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
If "Yes", please indicate in what capacity (e.g. parent, guardian, trustee, authorized representative)		
Representative data:		
Full name		
Date of birth		
Contact data:		
Country		
Current address		
Telephone number		
E-mail		
Additional representative identification data:	<i>Please attach proof that you are legally authorized to receive this information.</i>	

Request type:		Description of the request and the data to which it relates:
Access request	Yes <input type="checkbox"/>	



Correction request	Yes <input type="checkbox"/>	
Request to be deleted (right to be forgotten)	Yes <input type="checkbox"/>	
Request to limit processing	Yes <input type="checkbox"/>	
Objection to the data processing	Yes <input type="checkbox"/>	
Request for data transfer	Yes <input type="checkbox"/>	
Other	Yes <input type="checkbox"/>	

2. DECLARATION

I, the undersigned,,
declare that the above data is correct. I hereby declare to Lemna Ecoinvest - Bulgaria JSC my request as described above regarding the given data.

Date:

Signature:

This document should be immediately sent to the Data Protection Officer.